

10 July 1970

MEMORANDUM FOR: Chief, Support Services Staff  
THROUGH : Deputy Chief, Support Services Staff  
SUBJECT : Records Information System

1. I believe there are three reasons for continuing and extending the punched card application [ ] originally developed for DD/ST. It will provide for the first time an Agency-wide data base containing detailed information about on hand records, and files which can be used to: (1) provide input to a Records System analysis and design effort; (2) test the notion that effective management and control can be exercised through a centralized data base; and (3) provide a basis for developing records creation and storage policies.

STATINTL

2. Systems Analysis and Design

There has to be a distinction made between a "Records System" and a "Records information system". The former is concerned with the creation of records, on hand storage and use and disposition. The latter is concerned with building and maintaining a data base which describes the material flowing through the records system.

The Agency has a Records system. It has problems. We don't really know enough about the system to solve its problems. Hence the need for the Records Information System. The punched card application is available and it seems to address the right items. If unnecessary data is being collected or necessary data is being missed then modifications should be made. The Records Administration people will have to make those determinations. In any event it seems an easy way to develop the data base required for the information system.

## Management and Control

Inability to manage a decentralized program from a centralized location has been a long-term aggravation to those responsible for records management. Alternative organizational solutions have not been accepted, so some alternative to an organizational solution is needed. The development of a detailed data base with broad coverage should have the potential for providing a non-organizational alternative.

The Agency Records officer would be the user of the Agency data base. His use of the data base will depend on his immediate purpose but he should be able to review status, project and analyze trends, identify problems and their source(s) and offer advice and guidance from a position of strength. His position of strength derives from possessing detailed facts. His advice and guidance should be less academic and abstract because he knows more about the problem at hand.

## Records creation and storage policy

The capability for developing policy follows logically from the capability for establishing management and control. The possession of an information base can be used to develop policy in the same way it is used to develop a management and control mechanism.

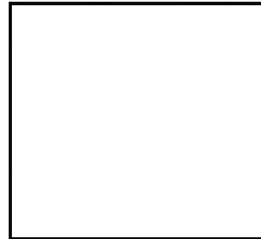
3. Some hesitancy has been expressed about adopting the punched card application. The accuracy of the data, the coding structures being used and the necessity for using punched cards (or any other form of automation) are three of the expressed reservations.

Data accuracy should be very suspect and data validation should be the first use of the data base. Comparisons between the Office inventories, the Office records schedules, and related records center data should develop some clues indicating where the inaccuracies are. On the spot investigation and follow-up should indicate why the inaccuracies occurred and what should be done to eliminate them.

Coding structures are a more difficult problem. Codes can be added or the coding structure can be collapsed rather easily. Problems begin to occur if the coded items in the file have to be split between 2 or more new coding categories. The coding being used has been reviewed and it should be reviewed again. This

second review should concentrate on making certain that the existing codes are homogeneous now and have a reasonable likelihood of remaining so. New codes can be added or existing codes combined with no problem so long as the homogeneity of the existing codes is retained.

The necessity for using automation can be justified from two points of view. First, it lends a little glamour to the exercise. The inventory form (Form 138) might well be redesigned to reflect its status as an input document. Using punched cards should result in a manpower savings by reducing the requirements for tabulating and reporting inventory items. Careful watch should be kept of manpower savings, if they don't accrue the punched cards should be abandoned and manual methods employed. This application should not be programmed for a computer system.



STATINTL

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
<b>OFFICIAL ROUTING SLIP</b> <b>STATINTL</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. [REDACTED]	<i>10 July 70</i>	<i>JB</i>
2	SIPS Task Force		
3	2-E-23, Headquarters		
4	[REDACTED]	13 JUL 1970	
5	STATINTL		
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
<b>Remarks:</b>  John: <b>STATINTL</b> Here is the proposal to automate our records inventory and Records Center Activity data developed by [REDACTED]. It has been installed in DDS&T and a couple of DD/I offices (Inventory only).  We want to take a "systems" look at this for possible agency-wide application! Can you review this and get together with me.  <div style="text-align: right;">HEP</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span><b>STATINTL</b></span> <span><b>STATOTHR</b></span> </div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[REDACTED] DC/SSS 710 Magazine [REDACTED]			6/23/70
CONFIDENTIAL			SECRET

ILLEGIB

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✓(8) Net accumulation in holdings by records retention class and totals.

(9) Volume of records on hand by physical form, according to records retention class and totals.

(10) Inventory of equipment by type.

(11) Inventory of storage facilities.

b. Directorate -

(1) Current Directorate volume of records on hand by records retention class and totals.

(2) Volume of records destroyed on site by records retention class and totals.

(3) Volume of records transferred in by records retention class and totals.

(4) Volume of records transferred out by records retention class and totals.

(5) Volume of records retired by records retention class and totals.

(6) Previous year volume on hand by records retention class and total.

(7) Net increment in holdings by records retention class and totals.

(8) Net accumulation in holdings by records retention class and totals.

(9) Volume of records on hand by physical form, according to records retention class and totals.

(10) Inventory of equipment of type.

(11) Inventory of storage facilities.

c. Archives and Records Center -

✓(1) Accessions by records retention class and totals.

✓(2) Volume of records destroyed by records retention class and totals.

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(3) Volume of records transferred out by retention class and totals.

(4) Volume of records transferred to the Agency Archives by retention class and totals.

(5) Volume of records transferred to the historical files by records retention class and totals.

(6) Previous year volume of records on hand by records retention class and totals.

(7) Net increment in holdings by records retention class and totals.

(8) Net accumulation in holdings by records retention class and totals.

(9) Inventory of records in retirement by physical form, by records retention class and totals.

(10) Projected disposition of records by records retention class and totals by year.

(11) Projected accessions by records retention class and totals by year.

(12) Projected accumulation by records retention class and totals by year.

(13) Projected overall Center space requirement by year.

d. Agency-wide -

(1) Current volume of records on hand by records retention type and totals.

(2) Volume of records destroyed by records retention class and totals.

(3) Volume of records transferred in by records retention class and totals.

(4) Volume of records transferred out by records retention class and totals.

(5) Volume of records retired by records retention class and totals.

(6) Net increment in holdings by records retention class and totals.

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(7) Net accumulation by records retention class and totals.

(8) Volume of records by physical form by records retention class and totals.

(9) Inventory of equipment by type.

(10) Inventory of storage facilities.

(11) Trends in records accumulation.

(12) Cost to house records in office space, current and projected. ✓

(13) Cost to house records in storage outside office space, current and projected.

(14) Cost to service records. (How)

(15) Equipment costs, current and projected.

(16) Projected space and equipment needs.

#### INPUT

4. Input will be punch cards containing data obtained from annual inventories of records in active office space, from Archives and Records Center accessions, and Archives and Records Center disposition activity. This does not preclude, however, input media of other types being developed and installed at a later date, nor initially for that matter if such media serves the system better.

#### OUTPUT

5. Output will include, but is not necessarily limited to:

- a. Master data files.
- b. Accession information.
- c. Disposition information.
- d. Equipment inventories.
- e. Space inventories.
- f. Storage facility directories.

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- g. Records series subject comparison studies.
- h. Office of record directories.
- i. Retention requirement standards comparisons and development.
- j. Agency general records control schedules.
- k. Cost computations.
- l. Space requirement projections.
- m. Record accumulation trend studies, as well as trend analysis of incremental factors.
- n. Other data comparisons, analyses, and computations as required.

EXHIBITS

6. Charts:

- a. CHART A - Records Inventory (TAB A)
- b. CHART B - Records Inventory/Sub-Routine (TAB B)

7. Inventory Form (Records Survey Work Sheet, Form 138) annotated with respective unit data card fields. (TAB C)

8. Unit Record Formats:

- a. Records Inventory (TAB D)
- b. Archives and Records Center Accession Record (TAB E)
- c. Archives and Records Center Disposition Record (TAB F)

9. Unit Record Field/Code Labels:

- a. Composite Control Fields -
  - (1) Field B: Records Control Schedule Number (TAB G)
  - (2) Field D: Subject of Records Series (TAB H)
  - (3) Field F: Physical Form of Records (TAB I)

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(4) Field G: Retention Class (TAB J)

b. Records Inventory -

(1) Field 2: Equipment Type (TAB K)

(2) Field 3: Storage Type (TAB L)

c. Archives and Records Center Accession Record -

Field 7: Container Type (TAB M)

d. Archives and Records Center Disposition Record -

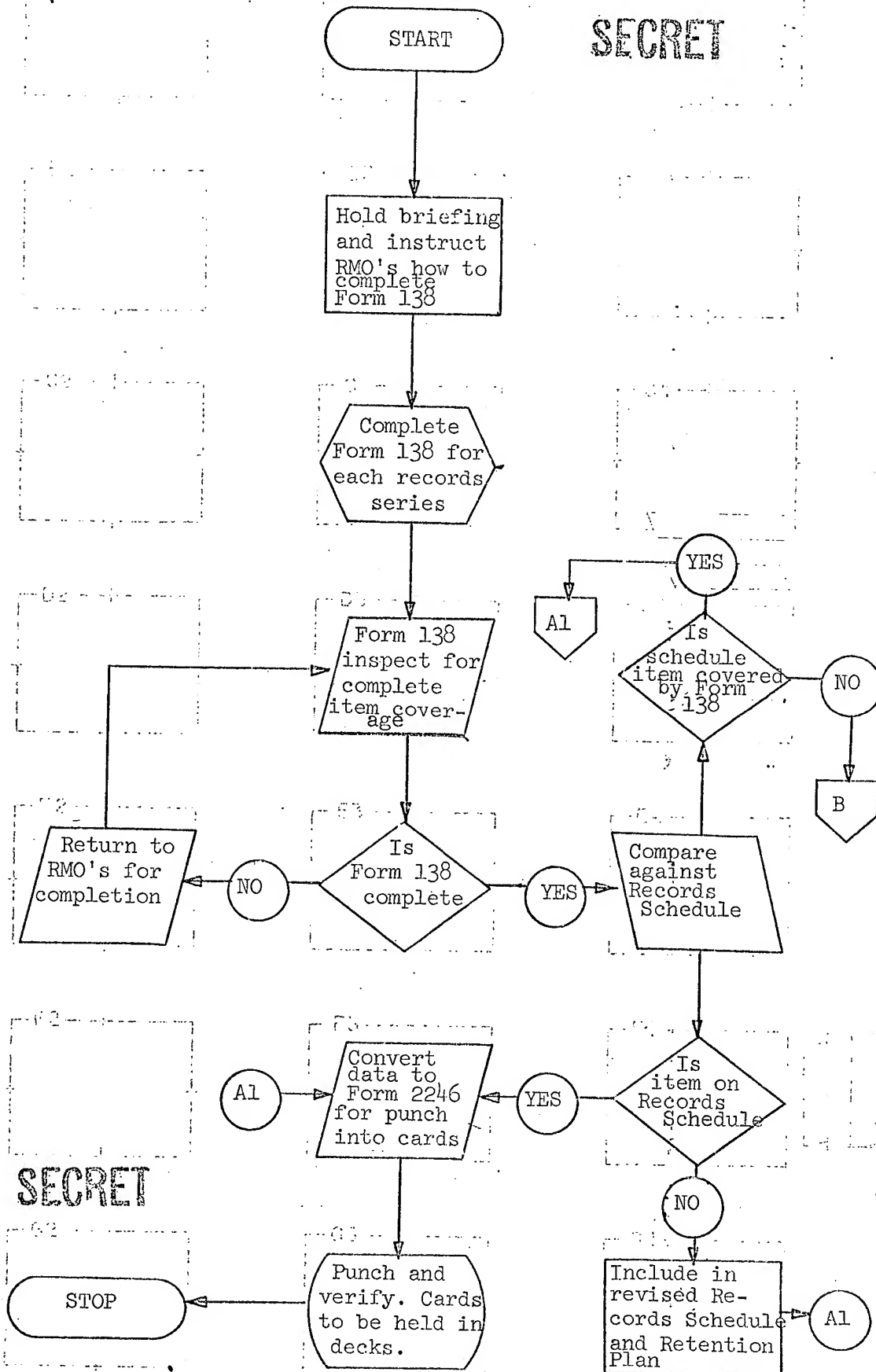
Field 5: Type of Disposition (TAB N)

25X1A



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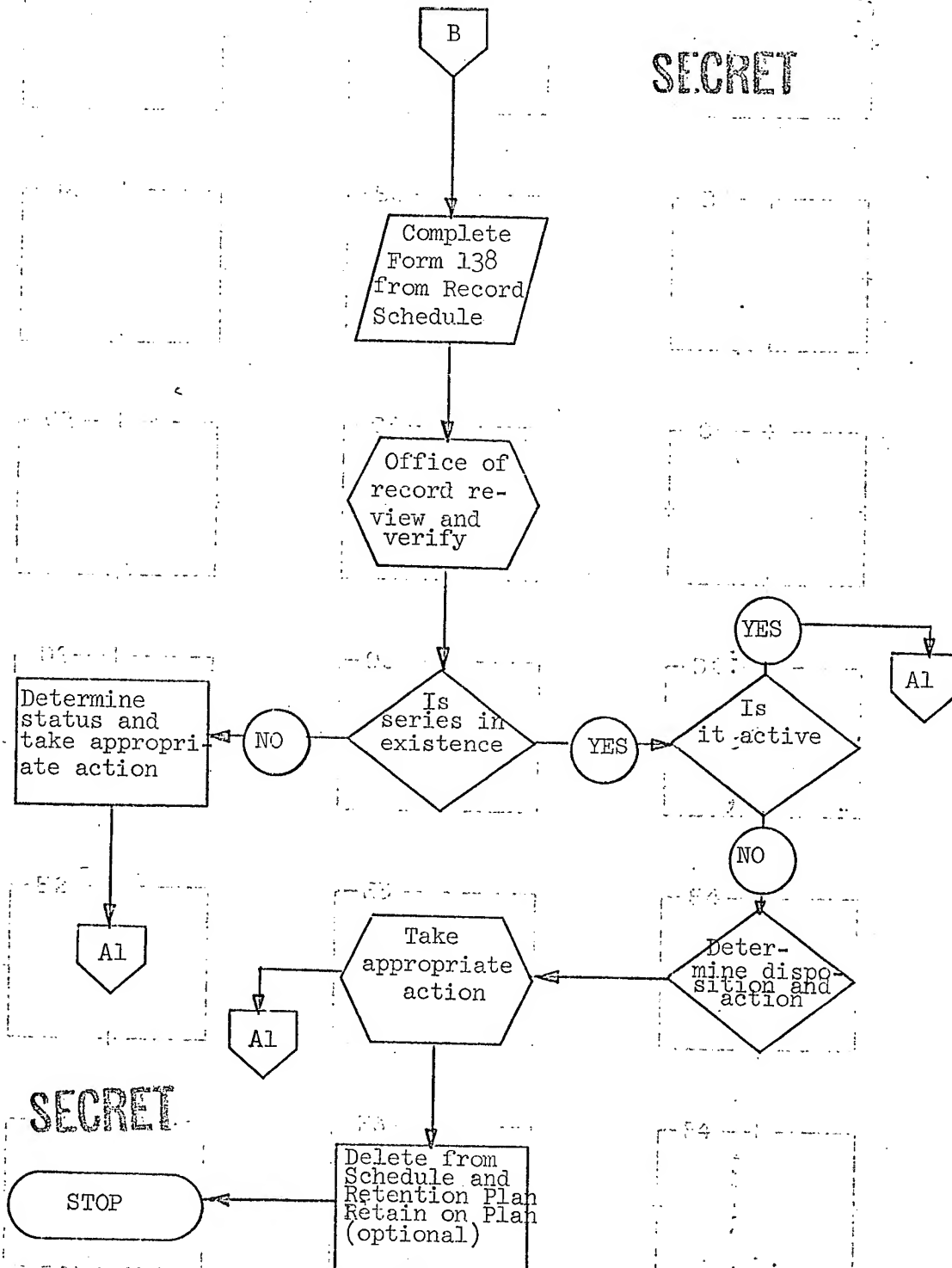


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RECORDS INVENTORY/SUB-ROUTINE

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B



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(When Filled In)

## RECORDS SURVEY WORK SHEET

OFFICE, DIVISION, BRANCH, SECTION

Field A (1-10)

DATE

Fld. 1 (38-43)

LOCATION

NAME OF FILE

Field D (25-27)

CUSTODIAN

Field B (11-18)/or Field C (19-24)

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

THIS FORM MAY BE USED FOR THE INITIAL INVENTORY OF RECORDS HELD IN ACTIVE OFFICE SPACE. FROM THIS INVENTORY, INPUT WOULD BE PREPARED FOR THE RECORDS INVENTORY/ACCESSION/ DISPOSITION DATA PROCESSING SYSTEM. THE NUMBERS IN THE SEVERAL DATA BLOCKS ON THIS FORM REFER TO THE RESPECTIVE DATA FIELDS IN THE RECORDS INVENTORY PUNCH CARD.

## FILING ARRANGEMENT

INCLUSIVE DATES

Field 4 (48-52)

SIZE OF  
RECORDS

\*

LEGAL

\*

LETTER

\* 3" X 5"

\*

5" X 8"

OTHER (Specify)

\* Field F (33-34)

LINEAR FEET

Fld. 5 (53-58)

EQUIPMENT OCCUPIED  
BY RECORDS

\*

SAFE

\*

CABINET

\*

LEGAL

\*

LETTER

OTHER (Specify)

\*\*

NO. OF DRAWERS

\*

REMARKS

\* Field 2 (44-46)

\*\* Field 3 (47)

SECRET

## LAYOUT FORM - IBM CARD

FORM 12-40

PRINTED IN U.S.A.

A	B	C	D	E	F	G	1	2	3	4	5	6	7	8	9	10	11
0010000000	0000000000	00000000	0000	00000000	0000	00000000	0000	00000000	0000	00000000	00000000	0000	0000	0000	00000000	00000000	00000000
1111111111	1111111111	11111111	1111	11111111	1111	11111111	1111	11111111	1111	11111111	11111111	1111	1111	1111	11111111	11111111	11111111
2222222222	2222222222	22222222	2222	22222222	2222	22222222	2222	22222222	2222	22222222	22222222	2222	2222	2222	22222222	22222222	22222222
3333333333	3333333333	33333333	3333	33333333	3333	33333333	3333	33333333	3333	33333333	33333333	3333	3333	3333	33333333	33333333	33333333
4444444444	4444444444	44444444	4444	44444444	4444	44444444	4444	44444444	4444	44444444	44444444	4444	4444	4444	44444444	44444444	44444444
5555555555	5555555555	55555555	5555	55555555	5555	55555555	5555	55555555	5555	55555555	55555555	5555	5555	5555	55555555	55555555	55555555
6666666666	6666666666	66666666	6666	66666666	6666	66666666	6666	66666666	6666	66666666	66666666	6666	6666	6666	66666666	66666666	66666666
7777777777	7777777777	77777777	7777	77777777	7777	77777777	7777	77777777	7777	77777777	77777777	7777	7777	7777	77777777	77777777	77777777
8888888888	8888888888	88888888	8888	88888888	8888	88888888	8888	88888888	8888	88888888	88888888	8888	8888	8888	88888888	88888888	88888888
9999999999	9999999999	99999999	9999	99999999	9999	99999999	9999	99999999	9999	99999999	99999999	9999	9999	9999	99999999	99999999	99999999

- A (Cols. 1-10) - Office Identification  
 B (Cols. 11-18) - Records Control Schedule No.  
 C (Cols. 19-24) - Control Schedule Item No.  
 D (Cols. 25-27) - Subject of Records Series  
 E (Cols. 28-32) - Office of Record  
 F (Cols. 33-34) - Physical Form of Records  
 G (Cols. 35-37) - Retention Class

## FIELDS

- 1 (Cols. 38-43) - Report Date  
 2 (Cols. 44-46) - Equipment Type  
 3 (Col. 47) - Storage Type  
 4 (Cols. 48-52) - Date of Records (From - To)  
 5 (Cols. 53-58) - Volume on Hand  
 6 (Cols. 59-61) - Volume Retired  
 7 (Cols. 62-64) - Volume Transferred In  
 8 (Cols. 65-67) - Volume Transferred Out  
 9 (Cols. 68-72) - Volume on Hand-Last Report  
 10 (Cols. 73-76) - Open  
 11 (Cols. 77-80) - Card Sequence

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LAYOUT FORM - IBM CARD

FORM 12-40

A	B	C	D	E	F	G	1	2	3	4	5	6	7	8	9	10
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

FIELDS

- A (Cols. 1-10) - Office Identification
- B (Cols. 11-18) - Records Control Schedule No.
- C (Cols. 19-24) - Control Schedule Item No.
- D (Cols. 25-27) - Subject of Records Series
- E (Cols. 28-32) - Office of Record
- F (Cols. 33-34) - Physical Form of Records
- G (Cols. 35-37) - Retention Class
- 1 (Cols. 38-43) - Date Job Number Assigned
- 2 (Cols. 44) - Request Media (Mail or Telephone)
- 3 (Cols. 45-51) - Accessioning Job Number
- 4 (Cols. 52-57) - Date Records Received
- 5 (Cols. 58-61) - Volume Received
- 6 (Cols. 62-64) - Number of Containers
- 7 (Col. 65) - Container Type
- 8 (Cols. 66-69) - Date of Records (From - To)
- 9 (Cols. 70-76) - Open
- 10 (Cols. 77-80) - Card Sequence

SECRET



SECRET

LAYOUT FORM - IBM CARD

FORM 12-40  
PRINTED IN U.S.A.

A	B	C	D	E	F	G	1	2	3	4	5	6	7	8	9	10
0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111
2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222
3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333
4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444
5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555
6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666
7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777
8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888
9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999

- A (Cols. 1-10) - Office Identification  
B (Cols. 11-18) - Records Control Schedule No.  
C (Cols. 19-24) - Control Schedule Item No.  
D (Cols. 25-27) - Subject of Records Series  
E (Cols. 28-32) - Office of Record  
F (Cols. 33-34) - Physical Form of Records  
G (Cols. 35-37) - Retention Class

FIELDS

- 1 (Cols. 38-44) - Accessioning Job Number  
2 (Cols. 45-50) - Date Records Received  
3 (Cols. 51-57) - Disposition Case Number  
4 (Cols. 58-63) - Disposition Date  
5 (Col. 64) - Type of Disposition  
6 (Cols. 65-70) - Volume Destroyed  
7 (Cols. 71-72) - Volume Transferred Out  
8 (Cols. 73-74) - Volume Transferred to Archives  
9 (Cols. 75-76) - Volume to Historical File  
10 (Cols. 77-80) - Card Sequence

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FIELD B  
RECORDS CONTROL SCHEDULE NUMBER

<u>OFFICE</u>	<u>RCS #</u>	<u>CODE</u>
<u>DCI</u>		
ODCI	12.02-64	00120264
PA	12.11-66	00121166
SAVA	12.10-66	00121066
A/Coord.	12.04-61	00120461
OCB	12.01-56	00120156
OPPB	12.05-64	00120564
CABLE	12.02-66	00120266
HS	12.06-64	00120664
OGC	32.61	00003261
OLC	32.61.1	00032611
ONE	20-66	00002066
OIG	12.03-62	00120362
AUDIT	33-65	00003365
NSC	NSC LIST # 1	NSCLIST1
	NSC LIST # 2	NSCLIST2
	NSC LIST #3	NSCLIST3
	NSC LIST #4	NSCLIST4
<u>DDI</u>		
ODDI	13-60	
COMIREX	13.1-68	00013168
IRS	29-64	00002964
OBCI	27-67	00002767
OCI	23-67	00002367
CRS	24-59	00002459
OO	25.01-61	00250161
FDD	25.06-59	00250659
OER	22-68	00002268
NPIC	28-66	00002866
NPIC/IAD	28-66A	0002866A

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<u>OFFICE</u>	<u>RCS #</u>	<u>CODE</u>
<u>NSI</u>		
ODCI	12.02-64	00120264
PA	12.11-66	00121166
SAVA	12.10-66	00121066
A/Coord.	12.04-61	00120461
CCB	12.01-56	00120156
OPPB	12.05-64	00120564
CABLE	12.02-66	00120266
HS	12.06-64	00120664
OGC	32.61	00003261
OLC	32.61.1	00032611
ONE	20-66	00002066
OIG	12.03-62	00120362
AUDIT	33-65	00003365
NSC	NSC LIST # 1	NSCLIST1
	NSC LIST # 2	NSCLIST2
	NSC LIST #3	NSCLIST3
	NSC LIST #4	NSCLIST4

<u>ODI</u>		
ODD	13-60	
COMIREX	13.1-68	00013168
IRS	29-64	00002964
OBGI	27-67	00002767
OCI	23-67	00002367
CRS	24-59	00002459
OO	25.01-61	00250161

FDD	25.06-59	00250659
OER	22-68	00002268
NPIC	28-66	00002866
NPIC/IAD	28-66A	0002866A

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OFFICE

RCS #

CODE

DD/S&T

ODD	90-63	00009063
DD/S&T		
SPINT	95-65	00009565
ORD	91-67-1	00091671
OEL	92-63	00009263
OSA	93-671	00093671
FMSAC	94-65	00009465
OSI	21-66	00002166
OSP	94-67-1	00094671
OCS	95-67-1	00095671

DES

ODD	14-58	00001458
SPA	14.01-59	00140159
SSA	14.02-65	00140265
OC	50-66-02/1	05066002

25X1A

OD	31-61	00003161
NSC	31.01-57	00310157
COM. & TAX	31-66/38/3	31663813
GAO	31-66/3880	31663880
SUPP. STAFF	31.05-57	00310557
FISCAL	31.02-57	00310257
ICAD	31.07-57	00310757
MONETARY	3164/3850	31643850
CERT. & LIAISON	3165/3860	31653860
PROP. & ACCOUNT	3164/3870	31643870

OL

OD	34-60A	0003460A
PSD	34-61J	0003461J
PD	34-56D	0003456D
RECD	34-L-63	0003463L
LSD	34-E-65	0003465E
SUPPLY	34-56-F	0003456F
SUPPLY/WTC	34-61-N	0003461N
TRANS.	34-56-M	0003456M
MGT. STAFF	30-61	00003061
OMS	35-59	00003559
OP	40-64	00004064
OS	36-54	00003654
NEW BLDG. SITE	36.01 59	00360159
OTR	60-62 1100	60621100

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OFFICE

RCS #

CODE

DOP

25X1

ODD  
☐  
 RID  
 TSD  
 FI  
 CA  
 CCS  
 Managerial Records  
 Auxiliary Paper Holdings  
 Filing & Disposition Guide  
 OSS Preliminary Inventory

15-59  
 70.0601-01  
 71.1-60  
 7300-61  
 70.01-59  
 72-60  
 75-66  
 15-64

00001559  
 70060101  
 00071160  
 00730061  
 00700159  
 00007260  
 00007566  
 00001564  
 APH00001  
 FDGSS001  
 OSS INVE

MISCELLANEOUS

Memo from CIA/RAO Re: personal papers

RAS MEMO

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FIELD D

SUBJECT OF RECORDS SERIES

- 02. ADMINISTRATION MANAGEMENT RECORDS
- 24. ANALYSIS WORKING (Reference) FILES
- 11. AUDIT RECORDS
- 03. BUDGET FILES
- 14. COMMITTEE RECORDS (Board & Panels)
- 28. COMMUNICATIONS RECORDS
- 01. DIRECTIVES
- 18. EMPLOYEES BENEFITS AND SERVICES RECORDS
- 13. EXCHANGE RECORDS & DISSEMINATION & RELEASE
- 31. FINANCE RECORDS (Vouchered)
- 30. HUMAN SOURCES
- 26. INDEXES AND LISTINGS
- 07. INSPECTOR GENERAL RECORDS
- 09. LEGAL FILES
- 08. LIAISON RECORDS
- 27. LIBRARY MATERIAL AND REFERENCE FILES
- 05. OPERATIONAL RECORDS
- 29. PAYROLL AND LEAVE RECORDS
- 12. PERSONAL RECORDS
- 16. PERSONNEL RECORDS
- 10. PRESENTATION RECORDS (Government Only)
- 32. PROCUREMENT RECORDS
- 15. PROGRAM PRODUCT FILES
- 04. PUBLIC AFFAIRS AND RELATIONS
- 22. RAW INTELLIGENCE DATA
- 23. REAL ESTATE AND PROPERTY RECORDS
- 06. RECORDS MANAGEMENT FILES
- 21. RESEARCH & DEVELOPMENT RECORDS (Incl. Ext)
- 17. SECURITY RECORDS
- 19. SUPPLY RECORDS
- 20. TRAINING RECORDS
- 25. TRAVEL FILES
- 33. FINANCE COVERT
- 34. HISTORY RECORDS
- 35. PERSONNEL MGT. RECORDS
- 36. CONTRIBUTORS RECORDS TO INTELL. REPORTS
- 37. ADP RECORDS
- 38. - 999 expansion

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**SECRET**

FIELD "F"  
PHYSICAL FORM OF RECORDS

- .1 PAPER RECORDS
- .2 MICROFILM
- .3 MOTION PICTURE FILM
- .4 MAGNETIC TAPE
- .5 SOUND RECORDINGS
- .6 PHOTOGRAPHS AND/OR NEGATIVES
- .7 IBM CARDS
- .8 3X5 & 5X8 CARD FILES
- .9 COMBINATION
- 10 - 99 expansion

**SECRET**

~~SECRET~~FIELD G  
RECORDS RETENTION CLASSRECORDS INVENTORY

<u>Code</u>	<u>Label</u>
01	PERMANENT - Hold indefinitely in Office of Record on a current basis.
02	PERMANENT - Cut off at end of <u>1</u> year, hold <u>1</u> year, and retire to the Archives and Records Center.
03	PERMANENT - Cut off at end of <u>1</u> year, hold <u>2</u> years, and retire to the Archives and Records Center.
04	PERMANENT - Hold indefinitely in the Office of Record until termination of active status plus <u>6</u> months, and retire to the Archives and Records Center.
05	TEMPORARY - Destroy when superseded or transferred, or no longer needed for reference.
06	TEMPORARY - Cut off at end of <u>1</u> year, hold for <u>1</u> year and destroy.
0700 10	TEMPORARY - Hold indefinitely in Office of Record until termination of active status plus <u>6</u> months. Screen and transfer records to other files or offices as appropriate.
0800 10	TEMPORARY - Cut off at end of <u>1</u> year, hold for <u>1</u> year, and retire to the Archives and Records Center. Archives and Records Center destroy after number of specified years.*

\* ACCESSION/DISPOSITION RECORD

<u>Code</u>	<u>Label</u>
0	PERMANENT
1 - 99	TEMPORARY - Number of years to be retained in the Archives and Records Center.

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\* FIELD 2  
TYPE OF EQUIPMENT

<u>Code</u>	<u>Label</u>
01	4-Drawer Safe File - Legal
02	4-Drawer Safe File - Letter
03	5-Drawer Safe File - Legal
04	5-Drawer Safe File - Letter
05	5-Drawer File Cabinet - Legal
06	5-Drawer File Cabinet - Letter
07	5-Drawer File Cabinet - Card Safe
08	Kardex - 5 x 8
09	Power File
10 - 999	Etc.

\* This list is only an indication of the types of information to be coded into this field. The field will permit the coding of 999 different types of record maintenance equipment. This coverage is premised as adequate.

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FIELD 3  
TYPE OF STORAGE

This field is included to provide tabulation of the types of storage in which records are held, other than in conventional record maintenance equipment. If, for instance, records need be held in safe files in a secure area, this fact would be recorded in both fields 2 and fields 3. The type of storage used is shown below.

<u>Code</u>	<u>Label</u>
1	Vault area
2	Secure area
3	Secure storage area
4 - 9	Etc.

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FIELD 7  
ACCESSION RECORD

TYPE OF CONTAINER

1. Standard Records Center Container
2.  $\frac{1}{2}$  Standard Records Center Container
3. X-ray box
4. 5X8 Card box
5. map box
6. combination
7. - 9 expansion

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FIELD 5  
TYPE OF DISPOSITION

- 1 Destroyed
- 2 Transferred Out
- 3 Transferred to Agency Archives
- 4 Transferred to Historical Files
- 5 - 9 expansion

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Questions of [ ] Proposal:

*Original of [ ] proposed  
attached as Xerox of most  
of it — also my initial  
questions!*

- I. Clarify input from Records Center on Accession and Disposition Activity
  - A. What is source document?
  - B. Who prepares it?
  - C. Is it an add on to what we are now doing?
  - D. Who punches cards on Records Center accession and dispositions?
  - E. What is volume of activity on these items?
  - F. Any projection of manhours and work load to maintain this part of system?
  - G. Does [ ] now have capability?
  - H. Is it consistent or compatible with what he now is doing?

Can paperwork and cards be prepared by depositors?

- II. How Accurate is Information going into System?

Suspect that it may be far less than perfect! If so: we would be using erroneous data bases to make decisions!

- III. What is frequency of update?

Annual on inventory?

- A. What type and how do you get accession - disposition activity

[ ] into Component and office runs?

What frequency -- monthly, quarterly, etc.

- IV. Who will use this information?

For what purposes:

For what decisions:

(i.e. what is significance of having precise inventory on component basis of safes of record keeping equipment?) Would not OL property in use records serve same purpose?

- A. LSD records

- B. Supply division records

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✓(8) Net accumulation in holdings by records retention class and totals.

(9) Volume of records on hand by physical form, according to records retention class and totals.

(10) Inventory of equipment by type.

(11) Inventory of storage facilities.

b. Directorate -

(1) Current Directorate volume of records on hand by records retention class and totals.

(2) Volume of records destroyed on site by records retention class and totals.

(3) Volume of records transferred in by records retention class and totals.

(4) Volume of records transferred out by records retention class and totals.

(5) Volume of records retired by records retention class and totals.

(6) Previous year volume on hand by records retention class and total.

(7) Net increment in holdings by records retention class and totals.

(8) Net accumulation in holdings by records retention class and totals.

(9) Volume of records on hand by physical form, according to records retention class and totals.

(10) Inventory of equipment of type.

(11) Inventory of storage facilities.

c. Archives and Records Center -

✓(1) Accessions by records retention class and totals.

✓(2) Volume of records destroyed by records retention class and totals.

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(3) Volume of records transferred out by retention class and totals.

(4) Volume of records transferred to the Agency Archives by retention class and totals.

(5) Volume of records transferred to the historical files by records retention class and totals.

(6) Previous year volume of records on hand by records retention class and totals.

(7) Net increment in holdings by records retention class and totals.

(8) Net accumulation in holdings by records retention class and totals.

(9) Inventory of records in retirement by physical form, by records retention class and totals.

(10) Projected disposition of records by records retention class and totals by year.

(11) Projected accessions by records retention class and totals by year.

(12) Projected accumulation by records retention class and totals by year.

(13) Projected overall Center space requirement by year.

d. Agency-wide -

(1) Current volume of records on hand by records retention type and totals.

(2) Volume of records destroyed by records retention class and totals.

(3) Volume of records transferred in by records retention class and totals.

(4) Volume of records transferred out by records retention class and totals.

(5) Volume of records retired by records retention class and totals.

(6) Net increment in holdings by records retention class and totals.

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(7) Net accumulation by records retention class and totals.

(8) Volume of records by physical form by records retention class and totals.

(9) Inventory of equipment by type.

(10) Inventory of storage facilities.

(11) Trends in records accumulation.

(12) Cost to house records in office space, current and projected.

(13) Cost to house records in storage outside office space, current and projected.

(14) Cost to service records.

(15) Equipment costs, current and projected.

(16) Projected space and equipment needs.

#### INPUT

4. Input will be punch cards containing data obtained from annual inventories of records in active office space, from Archives and Records Center accessions, and Archives and Records Center disposition activity. This does not preclude, however, input media of other types being developed and installed at a later date, nor initially for that matter if such media serves the system better.

#### OUTPUT

5. Output will include, but is not necessarily limited to:

- a. Master data files.
- b. Accession information.
- c. Disposition information.
- d. Equipment inventories.
- e. Space inventories.
- f. Storage facility directories.

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- g. Records series subject comparison studies.
- h. Office of record directories.
- i. Retention requirement standards comparisons and development.
- j. Agency general records control schedules.
- k. Cost computations.
- l. Space requirement projections.
- m. Record accumulation trend studies, as well as trend analysis of incremental factors.
- n. Other data comparisons, analyses, and computations as required.

EXHIBITS

- 6. Charts:
  - a. CHART A - Records Inventory (TAB A)
  - b. CHART B - Records Inventory/Sub-Routine (TAB B)
- 7. Inventory Form (Records Survey Work Sheet, Form 138) annotated with respective unit data card fields. (TAB C)
- 8. Unit Record Formats:
  - a. Records Inventory (TAB D)
  - b. Archives and Records Center Accession Record (TAB E)
  - c. Archives and Records Center Disposition Record (TAB F)
- 9. Unit Record Field/Code Labels:
  - a. Composite Control Fields -
    - (1) Field B: Records Control Schedule Number (TAB G)
    - (2) Field D: Subject of Records Series (TAB H)
    - (3) Field F: Physical Form of Records (TAB I)

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(4) Field G: Retention Class (TAB J)

b. Records Inventory -

(1) Field 2: Equipment Type (TAB K)

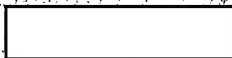
(2) Field 3: Storage Type (TAB L)

c. Archives and Records Center Accession Record -

Field 7: Container Type (TAB M)

d. Archives and Records Center Disposition Record -

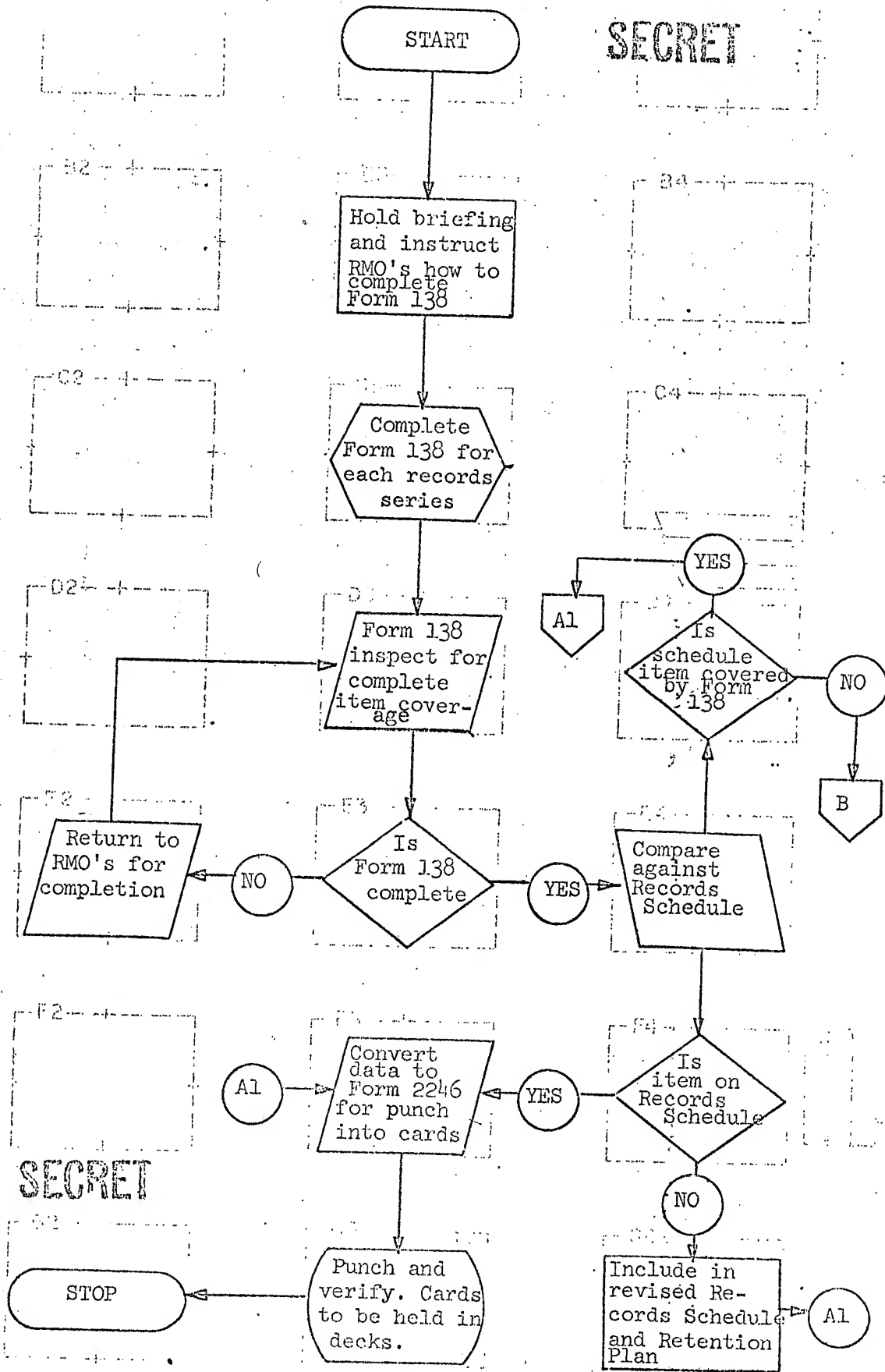
Field 5: Type of Disposition (TAB N)



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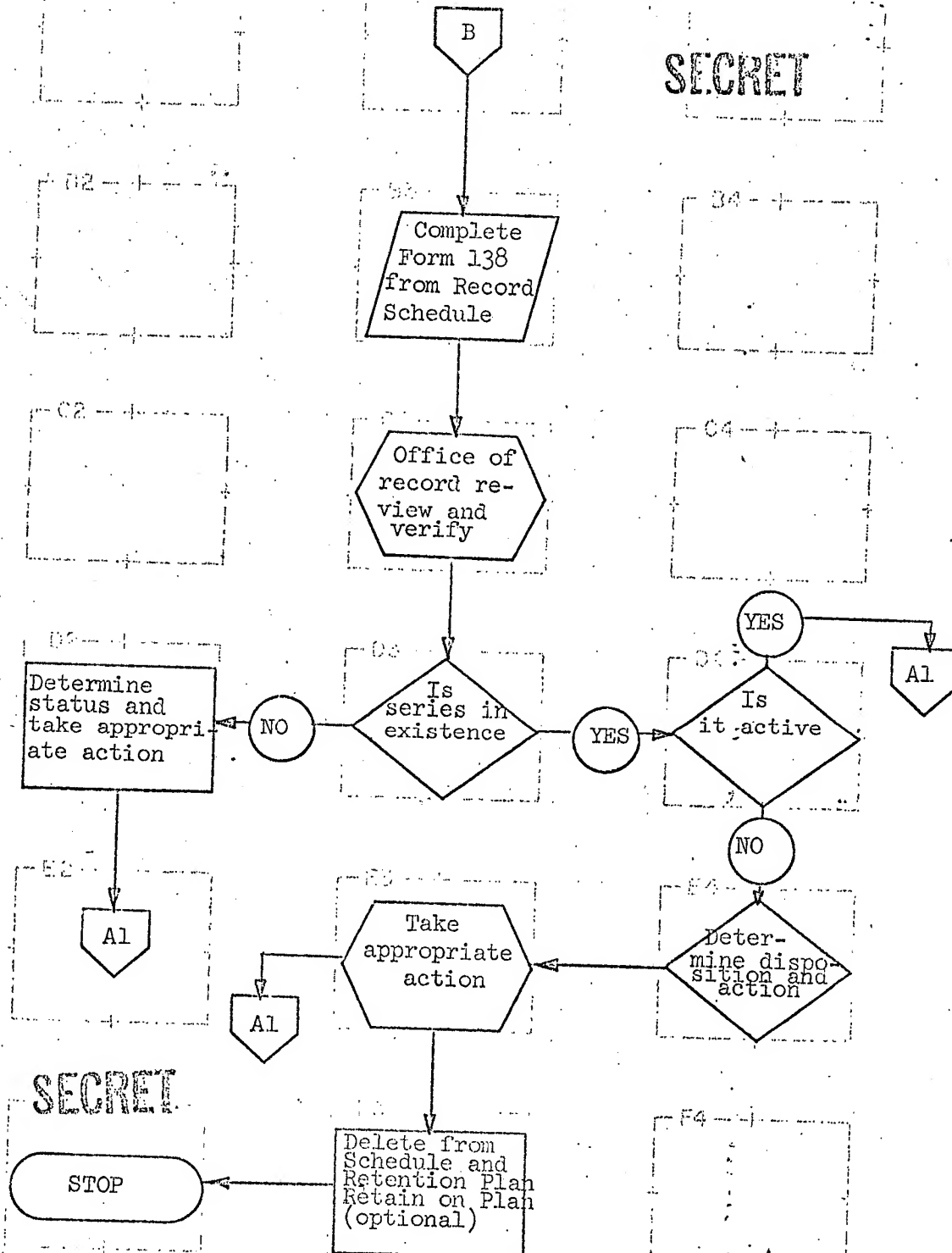


SECRET

RECORDS INVENTORY/SUB-ROUTINE

**SECRET**

**B**



(When Filled In)

## RECORDS SURVEY WORK SHEET

OFFICE, DIVISION, BRANCH, SECTION

Field A (1-10)

DATE

Fld. 1 (38-43)

LOCATION

NAME OF FILE

Field D (25-27)

CUSTODIAN

Field B (11-18)/or Field C (19-24)

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

THIS FORM MAY BE USED FOR THE INITIAL INVENTORY OF RECORDS HELD IN ACTIVE OFFICE SPACE. FROM THIS INVENTORY, INPUT WOULD BE PREPARED FOR THE RECORDS INVENTORY/ACCESSION/DISPOSITION DATA PROCESSING SYSTEM. THE NUMBERS IN THE SEVERAL DATA BLOCKS ON THIS FORM REFER TO THE RESPECTIVE DATA FIELDS IN THE RECORDS INVENTORY PUNCH CARD.

## FILING ARRANGEMENT

INCLUSIVE DATES

Field 4 (48-52)

SIZE OF  
RECORDS

\*

LEGAL

\*

LETTER

OTHER (Specify)

LINEAR FEET

\*

3" X 5"

\*

5" X 8"

\* Field F (33-34)

Fld. 5 (53-58)

EQUIPMENT OCCUPIED  
BY RECORDS

\*

SAFE

\*

CABINET

OTHER (Specify)

NO. OF DRAWERS

\*

LEGAL

\*

LETTER

\*\*

\*

REMARKS

\* Field 2 (44-46)

\*\* Field 3 (47)

# LAYOUT FORM - IBM CARD

FORM 12-40

Approved For Release 2002/08/26 : CIA-RDP74-00390R000100160004-6

A	B	C	D	E	F	G	1	2	3	4	5	6	7	8	9	10	11
0010000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000
1111111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111	11111111
2222222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222	22222222
3333333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333	33333333
4444444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444	44444444
5555555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555	55555555
6666666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666	66666666
7777777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777	77777777
8888888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888	88888888
9999999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999	99999999

- A (Cols. 1-10) - Office Identification  
 B (Cols. 11-18) - Records Control Schedule No.  
 C (Cols. 19-24) - Control Schedule Item No.  
 D (Cols. 25-27) - Subject of Records Series  
 E (Cols. 28-32) - Office of Record  
 F (Cols. 33-34) - Physical Form of Records  
 G (Cols. 35-37) - Retention Class

## FIELDS

- 1 (Cols. 38-43) - Report Date  
 2 (Cols. 44-46) - Equipment Type  
 3 (Col. 47) - Storage Type  
 4 (Cols. 48-52) - Date of Records (From - To)  
 5 (Cols. 53-58) - Volume on Hand  
 6 (Cols. 59-61) - Volume Retired  
 7 (Cols. 62-64) - Volume Transferred In  
 8 (Cols. 65-67) - Volume Transferred Out  
 9 (Cols. 68-72) - Volume on Hand-Last Report  
 10 (Cols. 73-76) - Open  
 11 (Cols. 77-80) - Card Sequence

SECRET

# DD FORM 1001-10M CARD

FORM 12-49  
PRINTED

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A	B	C	D	E	F	G	1	2	3	4	5	6	7	8	9	10
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

## FIELDS

- A (Cols. 1-10) - Office Identification
- B (Cols. 11-18) - Records Control Schedule No.
- C (Cols. 19-24) - Control Schedule Item No.
- D (Cols. 25-27) - Subject of Records Series
- E (Cols. 28-32) - Office of Record
- F (Cols. 33-34) - Physical Form of Records
- G (Cols. 35-37) - Retention Class

- 1 (Cols. 38-43) - Date Job Number Assigned
- 2 (Cols. 44) - Request Media (Mail or Telephone)
- 3 (Cols. 45-51) - Accessioning Job Number
- 4 (Cols. 52-57) - Date Records Received
- 5 (Cols. 58-61) - Volume Received
- 6 (Cols. 62-64) - Number of Containers
- 7 (Col. 65) - Container Type
- 8 (Cols. 66-69) - Date of Records (From - To)
- 9 (Cols. 70-76) - Open
- 10 (Cols. 77-80) - Card Sequence

SECRET

# LAYOUT FORM - IBM CARD

FORM 12-40

PRINTED

Approved For Release 2002/08/26 : CIA-RDP74-00390R000100160004-6

A	B	C	D	E	F	G	1	2	3	4	5	6	7	8	9	10
0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111	1111111111
2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222	2222222222
3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333	3333333333
4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444	4444444444
5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555	5555555555
6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666	6666666666
7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777	7777777777
8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888	8888888888
9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999	9999999999

## FIELDS

- A (Cols. 1-10) - Office Identification
- B (Cols. 11-18) - Records Control Schedule No.
- C (Cols. 19-24) - Control Schedule Item No.
- D (Cols. 25-27) - Subject of Records Series
- E (Cols. 28-32) - Office of Record
- F (Cols. 33-34) - Physical Form of Records
- G (Cols. 35-37) - Retention Class

- 1 (Cols. 38-44) - Accessioning Job Number
- 2 (Cols. 45-50) - Date Records Received
- 3 (Cols. 51-57) - Disposition Case Number
- 4 (Cols. 58-63) - Disposition Date
- 5 (Col. 64) - Type of Disposition
- 6 (Cols. 65-70) - Volume Destroyed
- 7 (Cols. 71-72) - Volume Transferred Out
- 8 (Cols. 73-74) - Volume Transferred to Archives
- 9 (Cols. 75-76) - Volume to Historical File
- 10 (Cols. 77-80) - Card Sequence

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